



WORKFORCE DEVELOPMENT COUNCIL OF THE STATE OF COLORADO

COUNCIL OPERATING PROCEDURES

ADOPTED DECEMBER 6, 2001

These Procedures have been adopted by the Colorado Workforce development Council as operating rules for conducting its business

ARTICLE ONE: IDENTITY/NAME

The organization shall commonly be known as the Workforce Development Council (WDC) or the Council. The Council may at some times be referred to as the State Council or the State Workforce Board because it fulfills all State WIB responsibilities under the Workforce Investment Act.

ARTICLE TWO: PURPOSE

The Governor established the Workforce Development Council for several purposes:

- Advise the Governor and the Legislature on workforce policy;
- Solicits funds and grants to support the development of a Workforce Investment System, (WIS) that meets the needs of Colorado Businesses
- Oversee expenditures of Federal employment and training funds,
- Provide a forum and vehicle for the business community to give direction and guidance to the WIS
- Provide training and technical assistance to local Workforce Investment Boards (WIB)
- Market and promote the WIS to business interest and the community

- Identify Workforce issues and commission studies and projects to solve them
- Monitor and direct the Continuous Improvement of the WIS
- Convene system partners to address statewide and regional workforce issues
- Collaborate with and support Economic Development activities in state
- Issues grants to local regions and researchers to identify issues and provide recommendations for actions to address workforce issues
- Prepare Annual report on the Workforce System
- Perform other workforce task decided on by the Council
- Comment on the Carl Perkins report on activities funded by that federal program
- Additional workforce support and activities as directed by the Governor

ARTICLE THREE: MEMBERSHIP

1. The state WDC is comprised of members appointed by the Governor consistent with the membership requirements established by the federal Workforce Investment Act and Colorado Revised Statutes. The majority of voting members will be business leaders. Other members will include: The Governor; two members of each chamber of the state legislature; chief elected officials representing cities and counties; representatives of labor organizations; cabinet officers from five state departments' other education, economic development and community leaders deemed appropriate by the Governor.
2. Member terms shall be for one year, two year and three-year terms in the initial appointments to the Council. Thereafter all appointments will be for three-year terms. There is no limit on the number of terms a member may serve

ARTICLE FOUR: TERMINATION OF MEMBERSHIP

Membership may be terminated for:

1. Receipt by the Board of the written resignation of the member.
2. Failure to attend at least 50% of scheduled board meetings during a one-year period.
3. Failure of a member to continue to hold the qualifications, which were the basis for his/her initial appointment.
4. Decision of the Governor and /or failure to represent the state WDC in a manner deemed

appropriate by the Council.

ARTICLE FIVE: OFFICERS

The officers of the Workforce development Council shall include a Chair, Vice Chair. The Governor will appoint the Chair and the Vice Chair. Officers will serve a term consistent with their tenure on the Council. Officers may serve multiple terms.

ARTICLE SIX: EXECUTIVE COMMITTEE

1. There shall be an executive committee comprised of the officers and co-chairs of the sub committees.
2. The executive committee shall be composed of a majority of business members.
3. The co chairs of the sub-committees shall be appointed by the Chair and shall serve at the pleasure of the chair.
4. The executive committee shall have all of the authority of the council whenever Council action is required and is of an emergency nature, or a full Council meeting cannot be called in time to fulfill a required Council responsibility.

ARTICLE SEVEN: COMMITTEES AND TASK FORCES

1. The Executive Committee will serve as a management committee and shall be chaired by the Council Chair.
2. The WDC may create as many committees and task forces, as it deems necessary to carry out the work of the Council. Council sub committees shall act for the WDC in the areas in which the committee is granted jurisdiction. Task forces may work on behalf of the Council and then make a recommendation to the Council. The WDC retains authority to act in areas in which it has created a task Force.
3. Any action of a Council sub-committee may be appealed to the executive Committee and/or the full Council.
4. Committees and task forces may contain members who are not Council members. However a majority of committee members or task force members must be from the council. When taking action on issues brought before any committee, only council members or their proxies are allowed to vote. This addition does not apply to the state youth council

ARTICLE EIGHT: MEETINGS

1. The Annual Meeting of the WDC will be held in the fourth quarter of the federal program year (April, May or June) at a time designated by the Chair. A minimum of twenty days notice shall be given for the Annual Meeting, including date time and place of meeting.

2. The Council shall meet at least two times per year in accord with a meeting schedule adopted by the Council.
3. Special meetings of the membership may be called by the Chair or by petition of at least eight (8) members of the Council.

ARTICLE NINE: CONDUCT OF MEETINGS

1. All Council meetings will comply with the states' open meetings law.
2. All Council, committee and task force meetings will be conducted using Roberts Rules of Order. A parliamentarian shall be present for full Council meetings.
3. Workforce Development Council meetings shall be chaired by the Chair of the WDC or in his/her absence the Vice Chair. In case of the absence of both the Chair and the Vice Chair the members present will select a chair for the meeting.
4. The Committee or Task Force Chair shall chair a meeting of a Committee, or Task Force. In the absence of the chair, Committee or Task Force members will select a chair for the meeting.
5. The chair will determine whether any person in attendance that is not a member of the Council shall be recognized to speak during a Council meeting.

ARTICLE TEN: QUORUM

1. The quorum for the Council shall be a majority of current WDC members.
2. The Quorum for the Executive Committee shall be a majority of the current executive committee members.
3. The quorum requirement for a sub committee or task force meetings is, there must be a majority of council members or persons holding a council members proxy. Additionally, there must be at least three council members or their proxy in attendance.

ARTICLE ELEVEN: PROXY

1. Proxy voting is allowed for full council meetings.
2. Proxy Voting is allowed for Committee meeting.
3. Proxy voting is allowed in Task Force meetings.

ARTICLE TWELVE: CONSENT IN LEIU OF MEETING

Any action required or permitted to be taken at any meeting of the Council or of the Executive Committee may be taken without a meeting, if prior to such action a written consent to such action is signed by all members of the Council or Executive Committee, as the case may be, and such written consent is filed with the minutes of proceedings of the Council or Executive Committee.

ARTICLE THIRTEEN: ADDRESS

The WDC shall maintain a mailing address established by the Council.

ARTICLE FOURTEEN: RECORDS

The Council shall designate a site for maintaining all records of the Workforce Development Council, including minutes of proceedings of all Council meetings.

ARTICLE FIFTEEN; FISCAL YEAR

The state Workforce Development Council fiscal year shall be July 1 through June 30.

ARTICLE SIXTEEN: STAFF SUPPORT AND FINANCIAL RECORDS

Staff support for the WDC will be administratively housed within the Department of Local Affairs. The director of the Office of Workforce Development will be accountable to the Council for work products of the staff. The Council will from time to time, review its staff requirements and make recommendations to the Governor concerning staff support for state WDC work. THE director of the Office of Workforce Development will be responsible for supplying financial information to the Council related to resources available to support the work of the Council

ARTICLE SEVENTEEN: ADMENDMENTS

These operating procedures may be changed or new procedures adopted by a majority vote of the board at any meeting of the Board after a recommendation of the executive committee, where the proposed changes have been introduced.